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OFFICE OR STAFF LOGISTICS,
GENERAL SERVICES OFFICE

Approved For Release 2005/06/03 : CIA-RDP78-03568A000800120006-4

954

Page 1 of 10 Pages

DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Record)
<u>GENERAL SERVICES OFFICE</u> <u>OFFICE OF THE CHIEF</u> Physical Secur Of	(Code L) GS-080-12	417	<u>LOGISTICS OFFICE</u> <u>ADMINISTRATIVE STAFF</u> Physical Sec Of (Place on T/O after R708)	(Code R) GS-1810.07	11/12		25X1
<u>RECORDS SERVICES DIVISION</u> <u>RECORDS MANAGEMENT AND DISTRIBUTION BRANCH</u> <u>MAIL CONTROL SECTION</u>	25X9A2		<u>ADMINISTRATIVE STAFF</u> <u>MAIL AND COURIER BRANCH</u> Mail and File Sup Mail and File Sup Mail Supervisor Mail File Clk-Typ	GS-0305.06 09 GS-0305.06 08 GS-0305.04 07 GS-0305.08 04			25X1
<u>MAIL UNIT</u> Delete all positions	(total)		<u>MAIL SECTION</u> Mail and File Sup Mail Clerk Mail Clerk Mail Clerk Mail Clerk Mail Clerk Mail Clerk Mail Clerk	GS-0305.06 06 GS-0305.03 04 GS-0305.03 04 GS-0305.03 04 GS-0305.03 04 GS-0305.03 04 GS-0305.03 03 GS-0305.03 03			
<u>COURIER UNIT</u> Delete all positions	(total)		<u>COURIER SECTION</u> Courier Courier Courier	GS-0301.35 06 GS-0301.35 06 GS-0301.35 05			

NEW OFFICE TOTALS

25X1A9A

APPROVAL

d. Please make changes on office
new machine printed T/O page(s) is

Chief, Class. & Wage Div.
TITLE

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CHANGE AUTHORIZATION

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Page 2 of 10 Pages

OFFICE OR STAFF		OFFICE CODE	REQUEST DATE	APPROVAL DATE	954	NET CHANGE	ORGANIZATION CODE
LOGISTICS, GENERAL SERVICES OFFICE							
DELETIONS			ADDITIONS			NEW BR. & DIV. TOTALS	(Machine Records)
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO. (Code L)	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO. (Code R)		
SPACE MAINTENANCE AND FACILITIES DIVISION OFFICE OF THE CHIEF			REAL ESTATE AND CONSTRUCTION DIVISION SPACE MAINTENANCE AND FACILITIES BRANCH OFFICE OF THE CHIEF				
Delete all positions (total)			Courier	GS-0301.3-05	748.11		
			Courier	GS-0301.3-01	749		
					thru		
			Courier	GS-0301.3-01	749.19		
			Messenger	CPC-110 -03	750		
					thru		
			Messenger	CPC-110 -03	750.10		
			Truck Drvr-Hvy Duty	WB 09	751		
					thru		
			Truck Drvr-Hvy Duty	WB 09	751.06		
BUILDING MAINT AND UTILITIES BRANCH			BUILDING MAINTENANCE AND UTILITIES SECTION				
Delete all positions (total)			Adm Services Of	GS-0301.09-11	752		
			Clerk Steno	GS-0312.01-05	754		
			Bldg Services Supt	GS-1611.01-13	755		
			Bldg Services Supt	GS-1611.01-12	756		
			Bldg Services Supt	GS-1611.01-11	757		
			Bldg Services Supt	GS-1611.01-09	758		
			Public Bldg Supt	CPC-322 -10	759		
			Clerk	GS-0301.26-05	760		
			Clerk Steno	GS-0312.01-05	761		
			Clerk Steno	GS-0312.01-05	761.01		
			Clerk	GS-0301.26-03	762		
NEW OFFICE TOTALS			APPROVAL				
			The T/O changes listed above are hereby approved. Please make changes on office				
			T/O CHANGE AUTHORIZATION				
			Chief, Class. & Wage Div.				
			TITLE				

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GENERAL SERVICES OFFICE

OFFICE CODE

REQUEST DATE

APPROVAL DATE

CONTROL NO.

954

Page 3 of 10 Pages

DELETIONS

ORGANIZATION AND POSITION TITLE

SERIES & GRADE

POSITION NO.

TELEPHONE SECTION

total)

25X9A2

SPACE ACQUISITION AND

LIZATION BRANCH

total)

OFFICE OF THE CHIEF

Publications Of
Prod Spec-Prtg

GS- 010-14
GS-1152-12

433
475

PRINTING AND REPRODUCTION DIVISION

Delete all positions

25X9A2

NEW OFFICE TOTALS

25X1A9A

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FORM NO. 30-25
SEP 1952

Approved For Release 2005/06/03 : CIA-RDP78-03568A000800120006-4

ADDITIONS

ORGANIZATION AND POSITION TITLE

SERIES & GRADE

POSITION NO.

TELEPHONE UNIT

(Code R)

Tele Serv Sup

GS-0383.01 09 763

Tele Serv Sup

GS-0383.01 07 764

Telephone Sup

GS-0382.02 07 765

Telephone Sup

GS-0382.02 06 766

Clerk

GS-0301.26 05 767

Telephone Sup

GS-0382.02 05 768

Clerk Typist

GS-0322.01 04 769

Telephone Operator

GS-0382.01 04 770

Telephone Operator

GS-0382.01 04 thru 770.21

SPACE ASSIGNMENT AND UTILIZATION SECTION

Adm Services Of

GS-0301.09 12 771

Adm Services Of

GS-0301.09 11 772

Adm Services Of

GS-0301.09 11 772.01

PRINTING AND REPRODUCTION DIVISION

OFFICE OF THE CHIEF

Ptg Prod Spec

GS-1152.09 14 774

Publications Of

GS-0010.20 14 775

Ptg Prod Spec

GS-1152.09 13 776

Ptg Prod Spec

GS-1152.09 12 777

Adm Assistant

GS-0301.02 07 778

Clerk Typist

GS-0322.01 03 779

PRODUCTION AND CONTROL BRANCH

Ptg Prod Spec

GS-1152.09 12 730

APPROVAL

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Chief, Class. & Wage Div.

TITLE

25X1

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Next 6 Page(s) In Document Exempt

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25X1

ORGANIZATION
(Date)

OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

TRANSFER OF GENERAL SERVICES FUNCTIONS AND RESPONSIBILITIES

1. GENERAL. Effective 15 February 1954, the General Services Office is abolished and its functions and responsibilities are transferred as indicated below:

GSO Element or Function

Transferred to:

Printing and Reproduction Division.

Logistics Office, Printing and Reproduction Division.

Printing Advisory function of the Office of the Chief, GSO.

Logistics Office, Printing and Reproduction Division.

Physical Security function of the Office of the Chief, GSO.

Logistics Office, Administrative Staff, Security Officer. (For physical security at the P&R Plant.)

Mail Control Section (Mail and Courier Units) of the Records Management and Distribution Branch, Records Services Division.

Logistics Office, Administrative Staff, Mail and Courier Branch.

Space, Maintenance and Facilities Division.

Logistics Office, Real Estate and Construction Division, Space, Maintenance and Facilities Branch.

Machine Records Branch of the Records Services Division.

Office of the Comptroller, Machine Records Division.

Records Management functions (including forms control and reports management) of the Office of the Chief, Records Services Division, and the Records Management Section and Records Center Section of the Records Management and Distribution Branch, Records Services Division.

Office of the Comptroller, Management Improvement Staff.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE

Acting Deputy Director
(Administration)

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OFFICE OR STAFF LOGISTICS		OFFICE CODE R	REQUEST DATE	APPROVAL DATE	CONTROL NO. 15	Page 1 of 1 Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)
25X1 TRANSPORTATION DIVISION HIGHWAY BRANCH Motor Vehicle Disp Classification review. No change in T/O strength.	GS-2151 5/6	<input type="text"/>	TRANSPORTATION DIVISION HIGHWAY BRANCH Motor Vehicle Disp 25X1	GS-2151 6	<input type="text"/>		
NEW OFFICE TOTALS			APPROVAL				
T/O strength <input type="text"/> 25X9A2			The T/O changes listed above are hereby approved. Please make changes on office rec. rec. <input type="text"/>				
			Chief, Class. & Wage Div. TITLE				

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